

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Development Coordinator

DEPARTMENT: Development Services

DIVISION: Development Services

GENERAL DESCRIPTION:

Highly responsible professional, administrative, and technical work in administration and implementation of County's comprehensive plan and land development code, code of ordinances and evaluating and processing development proposals in conformance with comprehensive plan, codes and other regulations of the County and applicable cities. Responsibility includes supervision of the Development Technicians in implementing codes and land use policies, processing applications for land use and zoning changes and approvals, building permits, and development review in accordance with adopted ordinances and codes. Responsible for budget preparation and management for Development Services Department.

Lead Staff member for scheduling and coordinating development projects for the Development Review Committee. In coordination with Information Technology, lead staff member in the implementation of Division's permitting software program.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and directs the Development Technicians, Staff Assistant I, and GIS Technician including personnel work schedules, project assignments, budget, and provides technical guidance when necessary.
2. Functions as a Lead Staff member in consultations with the public and other government agencies regarding development. Provides information in response to development inquiries, proposals and applications, including required approval procedures, permits, and inspections.
3. Advises the public regarding various development alternatives available within the parameters of the County's and cities', which are part of a consolidated city/county planning operation, comprehensive plans and development codes.
4. Coordinates and provides support when needed to the Building Services Department in the permitting of commercial, office, industrial and residential subdivision development.
5. Assures the proper coordination of activities of the Development Technicians related to support of the Zoning & Adjustment Board, Development Review Committee, Code Enforcement Special Master, and Contractor/Licensing Board.
6. Advises applicants in the preparation of applications for development approvals. Accepts applications for comprehensive plan amendments, zoning, subdivision and site plan approvals, and building permits. Reviews applications for accuracy and completeness.
7. Conducts reviews of development applications for compliance and consistency with county and applicable city codes. Prepares written evaluations of development site plans.
8. Prepares reports, and formal recommendations on development applications to other County or applicable city reviewing and approving authorities.

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9. Coordinates with Information Technology and consultants to maintain and assure effective operation of the Division's permitting software program
10. Responsible for Division website material updates and revisions.
11. Coordinates the development review process by:
 - i) Maintaining records indicating the status of ongoing development projects (approvals given, approvals still required, etc.)
 - ii) Informing staff and the public as to work, documents, etc. needed to complete the permitting process.
 - iii) Maintains records of calls and requests for service from the public.
12. Develops and maintains hardcopy and computer files of development activities. Types memos, letters, reports, summaries and statistical lists.
13. Calculates and inputs road and fire impact fees for non-single-family residential development.
14. Serves on committees and boards, as appointed, and attends day or night meetings, as required. Serves as Chairman of the Development Review Committee.
15. As needed, processes payroll and purchasing documentation for Development Services Department.
16. Supervises Staff Assistant I to prepare reports and documents related to tracking revenue and expenditures for budget management by supplying monthly reports regarding code enforcement activity.
17. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of real estate development and building construction.
- Extensive knowledge of Sumter County and applicable cities' Comprehensive Plan, Development Code and procedures for development approvals and permitting.
- Comprehensive knowledge of state and federal regulations related to development.
- Knowledge of telephone etiquette.
- Knowledge of the uses of computers and office equipment.
- Skill in typing, filing and records research techniques.
- Ability to be firm, tactful, and impartial in enforcing codes.
- Ability to read and interpret construction codes, building and engineering plans, specifications and legal descriptions.
- Ability to perform simple and complex algebraic calculations.
- Ability to maintain effective working relationships with developers, other employees, government agencies, and the general public.
- Ability to comprehend technical reports and terms.
- Ability to prepare and maintain accurate records, document review activities and submit project reports.
- Ability to understand and follow oral and written instructions, and to communicate, both orally and in writing, in a clear, concise and accurate manner.
- Ability to function as a lead worker.
- Ability to work under pressure and meet deadlines.

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- Ability to follow through on designated tasks.
- Ability to input and retrieve information from a computer.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma;
- Bachelor degree in Planning preferred.
- Four (4) years experience in the processing and review of development projects, zoning and land use approvals, and building permitting.
- Two (2) years experience in a supervisory role.
- Experience in the calculation and implementation of impact fees.
- Experience in code enforcement and contractor licensing activities.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to work at service counter for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Primarily works inside in an office environment. Field inspections and site visits required periodically.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 11/08/2011

Employee Statement

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date